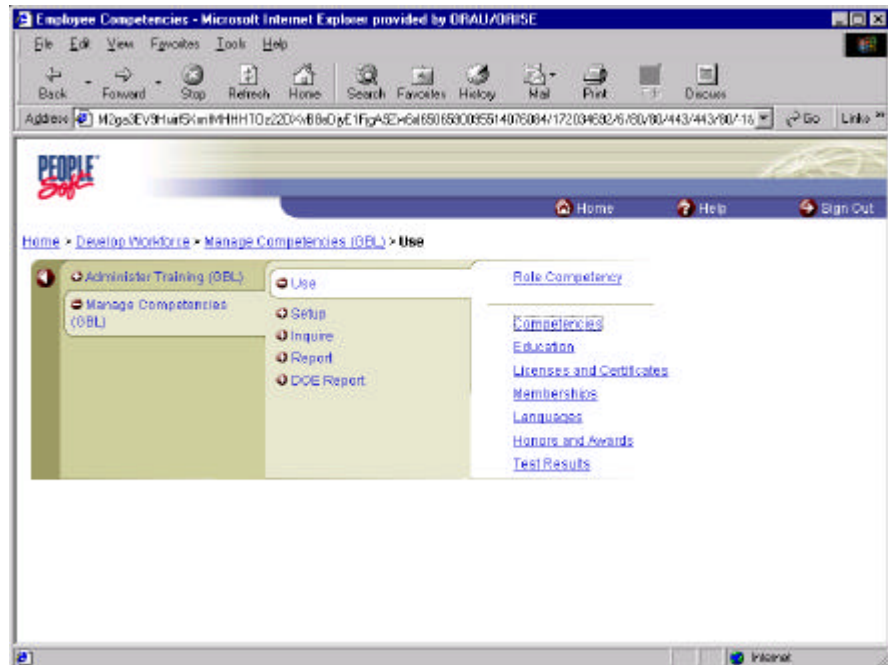


**Final Verification
of Competency
Completion**

When an individual completes **all** required competencies the TQP record must be updated and verified on the “Competency Evaluation” screen.

To update and verify competency completion:

1. At the “Home” screen, click on “Develop Workforce.”
2. Click on “Manage Competencies (GBL).”
3. Click on “Use.”
4. Click on “Competencies.”



The “Find an Existing Value” screen is displayed.

The screenshot shows a web browser window titled "Employee Competencies - Microsoft Internet Explorer provided by ORAU/DRISE". The address bar contains a long URL. The page has a header with "PEOPLE Soft" logo and navigation links: Home, Help, Sign Out. Below the header is a breadcrumb trail: Home > Develop Workforce > Manage Competencies (CGL) > Use > Competencies. The main section is titled "Find an Existing Value" and contains a form with the following fields: EmpID, Name, Last Name, Department SetID, Department, Alternate Character Name, and Personnel Status. There are "Search" and "Clear" buttons, and a link to "Basic Search".

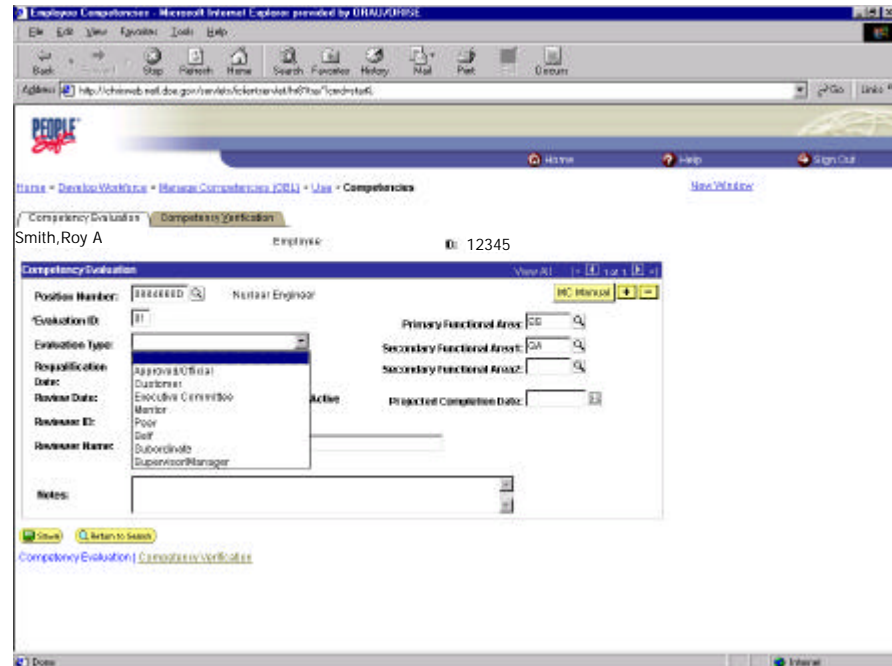
5. Enter the employee's last name in the “LastName” field and click on “Search.”

The “Competencies” screen is displayed.

The screenshot shows a web browser window titled "Employee Competencies - Microsoft Internet Explorer provided by ORAU/DRISE". The address bar contains a URL. The page has a header with "PEOPLE Soft" logo and navigation links: Home, Help, Sign Out. Below the header is a breadcrumb trail: Home > Develop Workforce > Manage Competencies (CGL) > Use > Competencies. The main section is titled "Competency Evaluation" and contains a form with the following fields: Position Number, Evaluation ID, Evaluation Title, Qualification, Date, Review Date, Reviewer ID, Reviewer Name, Primary Functional Area, Secondary Functional Area, Secondary Functional Area 2, Projected Completion Date, and a checkbox for "Review Action". There are "Save" and "Return to Search" buttons. The page also displays "Competency Evaluation | Competency Verification" and "Employee: Smith, Roy A ID: 12345".

6. Click on the down arrow to the right of the “Evaluation ID” field.

A list of evaluation types is displayed.



The screenshot shows a web browser window with the URL <http://chicweb.nell.doe.gov/hrinfo/competency/eval/eval.asp?evalid=12345>. The page title is "Employee Competencies - Microsoft Internet Explorer provided by URAJ/PDR02". The breadcrumb trail is "Home > Desktop WorkSpace > Manage Competencies (TQP) > View > Competencies". The user is logged in as "Smith, Roy A" with ID "12345". The "Competency Evaluation" form is displayed for "Neutral Engineer". The "Evaluation ID" field is set to "11". The "Evaluation Type" dropdown menu is open, showing a list of evaluation types: "Approval/Initial", "Customer", "Exclusive Certification", "Mentor", "Peer", "Self", "Subordinate", and "Supervisor/Manager". The "Review Date" field is set to "Active". The "Reviewer ID" field is empty. The "Reviewer Name" field is empty. The "Primary Functional Area" field is set to "CG". The "Secondary Functional Area" field is set to "CA". The "Projected Completion Date" field is empty. The "Notes" field is empty. The "Save" button is highlighted.

7. Select the appropriate type.
- Note:** “Evaluation Type” will always be “Supervisor” for TQP, except under unusual circumstances.
8. Enter the review date.
 9. Click on the magnifying glass in the “Reviewer ID” field to select the “Reviewer.”
 10. Click on the “Save” button.
 11. Click on the “Competency Verification” tab to show completion of individual competencies.

The “Competency Verification” screen is displayed.

Employee Competencies - Microsoft Internet Explorer provided by UH/UA/HRSE

Address: http://chweb.net.doe.gov/verinfo/competverinfo/competverinfo

Home Help Sign Out

Home > Desktop Workflows > Manage Competencies (JCR) > View > Competencies

Competency Evaluation Competency Verification

Smith, Roy A Employee ID: 12345

Competency Verification

View All 1 of 10

MC Menu

Competency	Eff Date	Date	Year Acquired	Proficiency	Target Date (MM/CCYY)	Verified By	Years of Experience
001.1	001.1	0002/0002	02	02	Good		
001.2	001.2	0002/0002	02	02	Good		
001.3	001.3	0002/0002	02	02	Good		
002.1	002.1	0002/0002	02	02	Good		
002.2	002.2	0002/0002	02	02	Good		
002.3	002.3	0002/0002	02	02	Good		
002.4	002.4	0002/0002	02	02	Good		

Options Return to Search

Competency Evaluation | Competency Verification

12. Enter the date completed in the “Date” field.
13. Click on the down arrow to the right of the “Verified By” field.

Employee Competencies - Microsoft Internet Explorer provided by UH/UA/HRSE

Address: http://chweb.net.doe.gov/verinfo/competverinfo/competverinfo

Home Help Sign Out

Home > Desktop Workflows > Manage Competencies (JCR) > View > Competencies

Competency Evaluation Competency Verification

Smith, Roy A Employee ID: 12345

Competency Verification

View All 1 of 10

MC Menu

Competency	Eff Date	Date	Year Acquired	Proficiency	Target Date (MM/CCYY)	Verified By	Years of Experience
001.1	001.1	0202/0002	02	02	Good		
001.2	001.2	0002/0002	02	02	Good		
001.3	001.3	0002/0002	02	02	Good		
002.1	002.1	0002/0002	02	02	Good		
002.2	002.2	0002/0002	02	02	Good		
002.3	002.3	0002/0002	02	02	Good		
002.4	002.4	0002/0002	02	02	Good		

Options Return to Search

Competency Evaluation | Competency Verification

14. Select the appropriate verification.

The selected verification appears in the “Verified” field.

Employee Competencies

Home > Desktop Workflows > Manage Competencies (CR) > View > Competencies

Competency Evaluation | Competency Verification

Smith, Roy A Employee ID: 12345

Competency Verification

View All Print Edit Add Last

Position Number: 00000000

View All Print Edit Add Last

Competency	Eff Date	Date	Year Acquired	Proficiency	Target Date (MM/CCYY)	Verified By	Years of Experience
001.1	001.1	01/01/2002	01	Good	01/01/2002	Equivalency	1
001.2	001.2	01/01/2002	01	Good	01/01/2002		1
001.3	001.3	01/01/2002	01	Good	01/01/2002		1
002.1	002.1	01/01/2002	01	Good	01/01/2002		1
002.2	002.2	01/01/2002	01	Good	01/01/2002		1
002.3	002.3	01/01/2002	01	Good	01/01/2002		1
002.4	002.4	01/01/2002	01	Good	01/01/2002		1

Save Return to Search

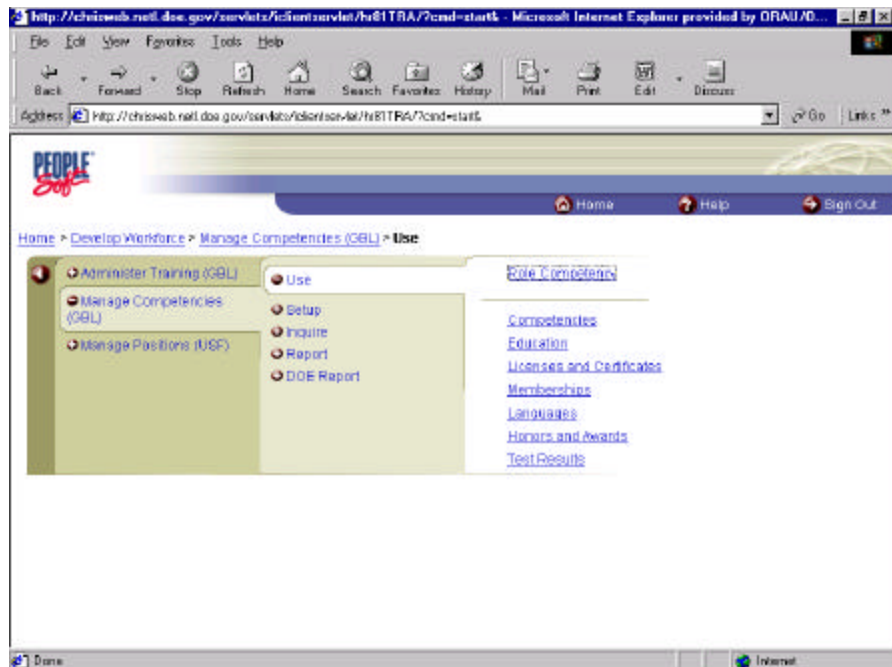
Competency Evaluation | Competency Verification

15. Follow steps 6-14 for each competency.
16. Click on “Save” when all verification information has been entered.

Note: TQP administrators should issue a certificate of completion when all requirements have been met.

It may be necessary to correct errors in a specific position competency profile which are not based on assignment of new competencies to the position. To correct an error:

1. At the “Home” screen, click on “Develop Workforce.”
2. Click on “Manage Competencies (GBL).”
3. Click on “Use.”
4. Click on “Role Competency.”



The “Find an Existing Value” screen is displayed.

The screenshot shows a web browser window titled "Role Competency - Microsoft Internet Explorer provided by ORAU/DOE". The address bar shows "http://chrweb.net.doe.gov/condato/ident/role-let/hrBTRA/cond-start.htm". The page has a header with "PEOPLE Soft" logo and navigation links: Home, Help, Sign Out. Below the header is a breadcrumb trail: Home > Develop Workforce > Manage Competencies (RRL) > Use > Role Competency. The main heading is "Role Competency" followed by "Find an Existing Value". There are input fields for Position Number, Job Family, SetID (containing "DOE01"), Job Code, and Job Task, each with a search icon. A checkbox for "Correct History" is present. Below the fields are buttons for "Search", "Clear", and "Basic Search". A link "Add a New Value" is at the bottom.

5. Enter the position number in the “Position Number” field and click on “Search.”

The “Assign Competencies” screen is displayed.

The screenshot shows the "Assign Competencies" screen. The header is the same as the previous screen. The main heading is "Competency Profiles". Below it, the "Position" is "00004247 Supervisory General Engineer". The "Effective Date" is "10/28/2002". There is a "Default From" field. On the right, there are dropdowns for "Category" (set to "-OR-"), "Type" (set to "IH"), and "Cluster" (set to "-OR-"). Below these is a "Source Competencies" table with columns "Competency" and "Description". On the left, there is a table of "Assigned Competencies" with columns "Category" and "Competency". The table lists several technical competencies (CM1.1, CM1.10, CM1.11, CM1.12, CM1.13, CM1.14) all checked. Navigation buttons like "View All", "First", "1 of 1", and "Last" are present. At the bottom, there is a status bar with "Discussions" and a note: "Discussions not available on http://chrweb.net.doe.gov/".

6. Click the arrows on the tool bar until the desired profile is displayed.

Note: Do NOT change the effective date.

7. Click on the “Correct History” button at the bottom of the screen.
8. Uncheck the competencies to be **retained** in the “Assigned Competencies” section to delete competencies from a position.
9. Click on the “Competency Remove” button. (The double arrow button in the middle of the screen that points to the right.)
10. Click on “Save.”

Note: To assign competencies to a position, see page 24.
